



DEPARTMENT OF THE NAVY
SPACE AND NAVAL WARFARE SYSTEMS COMMAND
WASHINGTON, D.C. 20363-5100

SPAWARINST 5430.31
SPAWAR 18
3 March 1988

SPAWAR INSTRUCTION 5430.31

From: Commander, Space and Naval Warfare Systems Command

Subj: ORGANIZATIONAL STRUCTURE AND FUNCTIONAL STATEMENTS IN THE SPACE AND
NAVAL WARFARE SYSTEMS COMMAND

Ref: (a) SPAWARINST 5430.1C, Subj: SPAWAR Organization Manual
(b) SPAWARINST 5430.21, Subj: Organization and Position Management;
Policies and Procedures

Encl: (1) Standard for Preparing Organizational Data
(2) Reorganization Notice Format

1. Purpose. To promulgate procedures to be followed when proposing or effecting changes in organization and functions or to redescribe functions within the Space and Naval Warfare Systems Command (SPAWAR) headquarters.

2. Scope. The procedures outlined in this instruction apply to the establishment, disestablishment, or modification of all organizational components and the merger, transfer, addition, deletion or redescription of functions.

3. Definition. An organizational change is any assignment, reassignment, or deletion of functions and responsibilities to, between, or among organizational components, as well as any addition, deletion, or change in approved titles, nomenclature or code designations.

4. Policy

a. The SPAWAR Organization Manual, reference (a), is the authoritative guide for the approved organizational structure and functional statements within SPAWAR headquarters. SPAWAR organizational components are shown down to and including the branch level of an organization (unless an organization structure does not go down to the branch level). Individual charts that appear in the Organization Manual shall reflect the current approved organization structure for Staff Offices, Assistant Commanders, Directorates and Program Directorates (PDs).

b. Establishment, disestablishment or major modification to a Staff Office, Assistant Commander organization, Directorate, or Program Directorate must be approved by SPAWAR 00. Organizational changes not falling into one of the above categories may be approved at the Assistant Commander, Directorate or PD level. Major modifications to an organization include:

(1) Any functional and/or hardware transfer between SPAWAR and another Command.

(2) Changes to an organization's mission and function which result from the gain or loss of a major program.

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(3) Changes to an organization's mission and function based on projection of future workload which would result in assignment of new programs to the organization not previously coming under their cognizance.

(4) Changes which involve the establishment or disestablishment of a PMW in a PD (or equivalent level in a Directorate or Assistant Commander organization) as a result of changes cited above.

c. Organizational titles, codes and nomenclature will be standardized to the maximum extent possible following the guidance of enclosure (1).

d. SPAWAR reorganization notices will be issued for changes described in paragraphs 4b(1), (2), (3) and (4).

5. Responsibilities

a. Assistant Commanders, Directorate Heads, Program Directors, and PMW, Division and Staff Office Heads are responsible for:

(1) Continual review of their organization structure and functional statements. Organizational structure must adhere to sound position management criteria described in reference (b).

(2) Submitting organizational changes, including revised organizational charts and functional statements, and any personnel action requests (PARs) in accordance with this instruction.

b. The Head, Management and Operations Directorate (SPAWAR 18) is responsible for:

(1) Maintaining and publishing the SPAWAR Organization Manual, reference (a). Changes to the Organization Manual will normally be published twice a year.

(2) Providing advice and guidance on proposed changes to organization structures and functional statements.

(3) Preparing SPAWAR reorganization notices and issuing after SPAWAR 00 approval.

6. Procedures

a. Changes that require Command approval will be submitted, in writing, to SPAWAR 00 via SPAWAR 18. The request must include the rationale for the change; revised organization functional statements and chart(s); and any proposed changes in resource assignments (personnel, funding, space and equipment).

b. For changes to an organization structure and/or functional statements that do not require Command level approval, a marked up copy of the current organization manual charts and personnel reassignments (if applicable) must be submitted to SPAWAR 18 for processing.

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c. If an organizational change involves personnel reassignments, the gaining organization will prepare the PARs.

d. The Head, Management and Operations Directorate (SPAWAR 18) will perform the following functions for approved changes:

(1) Review all charts and functional statements; assign and control chart numbers; and prepare change transmittals to the organization manual.

(2) Prepare SPAWAR reorganization notices, using the format of enclosure (2).

(3) Process any personnel actions required by an approved organization change; and update the Consolidated Civilian Personnel Office Crystal City (CCPO-CC) reference file.


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STANDARD FOR PREPARING ORGANIZATIONAL DATA

1. Functional statements are required for each organizational component through the branch level of an organization (unless an organization's structure does not go down to the branch level). However, functional statements for lower organizational components are desirable and help provide an accurate picture of each formal level of an organization. Functional statements should accurately describe the work or responsibilities assigned to the organizational component. They should not describe the supervisory responsibilities of the head of the component or the procedures by which assigned functions are performed. They shall be brief, concise and limited to general responsibilities.

2. Organizational structures must adhere to sound position management criteria described in reference (b).

3. A coding and nomenclature system will be used to identify each echelon in the Command. The following system will be used for organizations in the Space and Naval Warfare Systems Command headquarters. Because of size, structure or other reasons, an organization may need to make minor changes to the recommended coding and nomenclature system. Deviations from the standard should be limited as much as possible. SPAWAR 30 is an approved exception to the prescribed system.

a. <u>First Echelon.</u>	Commander	SPAWAR 00
	Vice Commander	SPAWAR 09
	Deputy Commander	SPAWAR 10

Staff components will be identified by a letter suffix, e.g., SPAWAR 00C, SPAWAR 10D, etc.

b. Second Echelon

(1) Assistant Commander. Identified by three digit code consisting of "00" followed by a single digit from "1" to "9" (e.g., SPAWAR 003).

(2) Directorate. Identified by a two digit code consisting of a "1" followed by a single digit from "1" to "9" (e.g., SPAWAR 11).

(3) Program Directorate. Identified by a two digit code consisting of any number from "3" to "9" followed by a "0" (e.g., PD 40).

c. Third Echelon

(1) Group (of an Assistant Commander). Identified by a four digit code consisting of the parent Assistant Commander organization code followed by a "-" and any number from "1" to "0" (e.g., SPAWAR 003-3).

(2) Division (of a Directorate). Identified by a three digit code consisting of the Directorate code followed by a "-" and any number from "1" to "9" (e.g., SPAWAR 18-1).

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(3) PMW (of a Program Directorate). An Intervening echelon used in a Program Directorate organization that requires a large number of divisions. Identified by the letters PMW (Program Manager Warfare) and a three digit code. Begins with a "1", followed by the first digit of the Parent Program Directorate code and the third digit may be any number from "0" to "9" (e.g., PMW 142, PMW 156).

d. Fourth Echelon

(1) Division (of an Assistant Commander). Identified by a five digit code consisting of the group code and adding a fifth digit (e.g., SPAWAR 003-31).

(2) Branch (of a Directorate). Identified by a four digit code consisting of the division code and adding a fourth digit (e.g., SPAWAR 18-11).

(3) Division (of a PMW). Identified by adding a "-" to the PMW code and followed by any number from "0" to "9", (e.g., PMW 142-1).

e. Fifth Echelon

(1) Branch (of an Assistant Commander). Identified by a six digit code consisting of the division code and adding a sixth digit (e.g., SPAWAR 003-311).

(2) Section (of a Directorate). Identified by a five digit code consisting of the branch code and adding a fifth digit (e.g., SPAWAR 18-511).

(3) Branch (of a PMW). Identified by a five digit code consisting of the PMW division code and adding a fifth digit (e.g., PD 142-11).

f. Sixth Echelon. Section - Identified by adding a numerical digit to parent branch code for an Assistant Commander or PMW organization.

g. Staff components large enough to organize into subordinate units will follow the same structure and coding as for a Directorate.

h. Any proposed organization change which deviates from this system must be discussed with SPAWAR 18 prior to formal submission of the change. This also includes any changes for SPAWAR 30.

4. Codes for Individual persons. Official separate codes will not be established for individual persons at the working level unless justification for exception is submitted to SPAWAR 18 prior to the organizational change being approved by the cognizant manager. This does not preclude the requirement for staffing plan position identification codes. However, unofficial codes will not be used in directives and organization charts. The guidelines for determining codes for individuals are as follows:

a. Individuals who have full, official supervisory responsibilities and/or carry the word "supervisory" in their official job title will always be identified with the code of the organizational component supervised.

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b. A consistent plan for assigning codes to individuals (staffing plan position identification codes) should be applied throughout an organization. For this purpose, an organization is defined as an entire Staff Office, Assistant Commander organization, Program Directorate or Directorate. Certain letter suffixes have been reserved for special uses.

5. Reservation of Certain Letter Suffixes. The following letter suffixes will be reserved for uses shown:

A: Full deputy to the head of an organizational component. (May not be applied below the division level as an organizational position, but may be used as a staffing plan position identification code at the non-supervisory level.)

P: Those organizational components at either the Program Directorate or PMW level that are responsible for budget, procurement, personnel, resources, and/or other administrative support for the organizational unit (e.g., PD 40P, PMW 141P).

S: Secretary, clerical support. If there is more than one such position in an organization, identify as S1, S2, etc.

T: Technical Director. (May not be applied below the PMW level).

6. Titles of organizational components should be short and descriptive of work being performed. The use of such terms as "staff," "office," etc. may be used when appropriate and when preceded by the appropriate descriptive words. Organizational titles should end in the appropriate nomenclature (Directorate, Division, etc.) for that organizational level.

SPAWAR REORGANIZATION NOTICE FORMAT

canc frp:

SPAWARREORGNOTE 5400/

SPAWAR REORGANIZATION NOTICE 5400/

From: Commander, Space and Naval Warfare Systems Command

Subj:

Ref: (a) (if applicable)

Encl: (1) SPAWAR XX Transfers to
(2) SPAWAR XX Transfers to
(3) etc.

1. Purpose.

2. Discussion.

3. Action.

- a.
- b.
- c., etc

4. Cancellation.

Distribution: